

## Purchasing

### DESCRIPTION OF MAJOR SERVICES

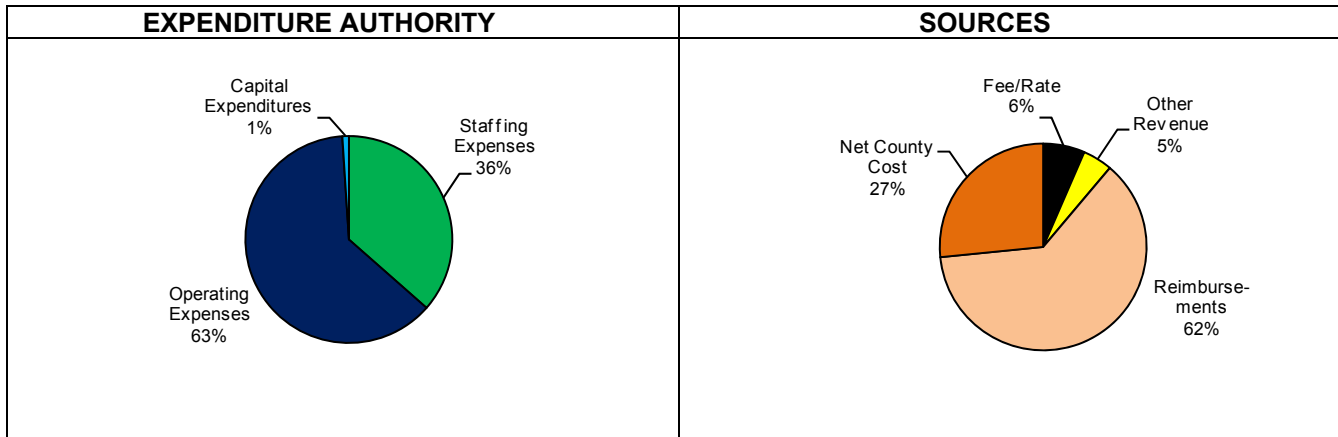
The Purchasing Department manages vendor relationships and acquires equipment, services, and supplies used by County departments and Board-governed districts. Staff facilitates the procurement process, administers contracts and the CAL-Card program, and promotes cost-saving initiatives throughout the county. In addition, the Department provides in-house printing, mail, surplus property, and storage services which are accounted for in the Department's three internal service funds.

#### Budget at a Glance

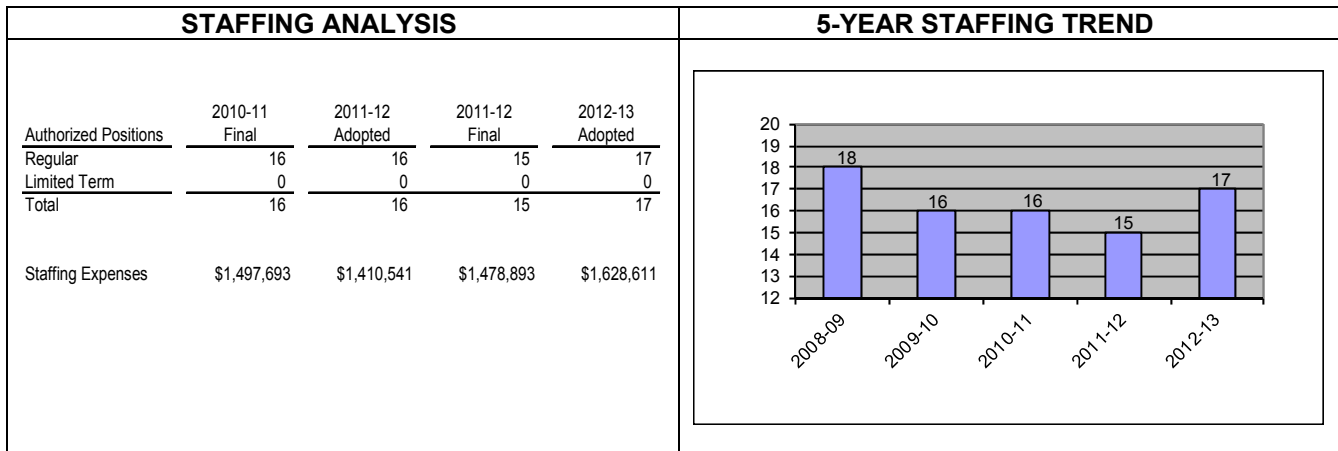
Total Expenditure Authority	\$4,463,756
Total Sources	\$3,277,125
Net County Cost	\$1,186,631
Total Staff	17
Funded by Net County Cost	27%

The Purchasing Department values integrity, and strives to: source quality products with reasonable prices and timely deliveries; offer progressive services through the efficient use of automation; give all willing vendors the opportunity to provide their products and services in a fair, open, and competitive environment; and treat each department, employee, and vendor with respect and understanding. By meeting these objectives, the Department fulfills its purchasing obligations and the legal requirements of San Bernardino County.

### 2012-13 ADOPTED BUDGET



### BUDGETED STAFFING



## ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration  
DEPARTMENT: Purchasing  
FUND: General

BUDGET UNIT: AAA PUR  
FUNCTION: General  
ACTIVITY: Finance

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
<b>Appropriation</b>							
Staffing Expenses	1,509,903	1,474,553	1,497,693	1,415,613	1,478,893	1,628,611	149,718
Operating Expenses	3,278,860	2,653,542	2,635,555	2,768,865	2,814,390	2,789,765	(24,625)
Capital Expenditures	0	13,319	216,937	162,829	163,116	45,380	(117,736)
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	4,788,763	4,141,414	4,350,185	4,347,307	4,456,399	4,463,756	7,357
Reimbursements	(3,334,325)	(2,803,918)	(3,048,672)	(3,074,099)	(3,147,576)	(2,778,957)	368,619
Total Appropriation	1,454,438	1,337,496	1,301,513	1,273,208	1,308,823	1,684,799	375,976
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	1,454,438	1,337,496	1,301,513	1,273,208	1,308,823	1,684,799	375,976
<b>Departmental Revenue</b>							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	1,246	0	255	0	0	0	0
Fee/Rate	386,831	320,480	293,606	305,248	364,317	290,982	(73,335)
Other Revenue	124,778	110,949	119,827	181,800	135,881	207,186	71,305
Total Revenue	512,855	431,429	413,688	487,048	500,198	498,168	(2,030)
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	512,855	431,429	413,688	487,048	500,198	498,168	(2,030)
Net County Cost	941,583	906,067	887,825	786,160	808,625	1,186,631	378,006
Budgeted Staffing					15	17	2

## BUDGET CHANGES AND OPERATIONAL IMPACT

Overall appropriation will increase \$375,976 for implementation of phase two of ePro, including a one percent contract transaction charge (CTC) on eligible contracts in the system. As CTC revenue is realized net county cost requirements will decrease.

Appropriation for ePro includes completion of the current contract to integrate ePro with the financial accounting system (FAS), along with ongoing vendor help desk, system support, software maintenance, and hosting by the Information Services Department. In 2012-13, it is also expected that the Department will complete the ePro failover capacity plan which includes the deployment of additional servers in the High Desert Government Center to allow for normal functions to be maintained despite interruptions caused by problems with equipment or emergencies at the local data center. Additional enhancements that can be considered include a module to certify local vendor preference eligibility, ePayables (invoice matching for electronic payment), an inventory module, tracking of insurance certificates, and punch-put catalog capability.

Accomplishing FAS integration will further reduce workload related to manual entry of encumbrances by both Purchasing and Auditor-Controller/Treasurer/Tax Collector staffs.

## MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Operating expenses make up the majority of the Department's expenditures within this budget unit for 2012-13. These expenses include approximately \$2.3 million in general office expense which covers countywide office supply orders. These expenditures are offset by reimbursements of \$2.3 million from County departments. Other major expenses include staffing which is required to provide adequate procurement services countywide as well as staff to support the continued implementation of ePro. Departmental revenue of \$498,168 includes \$290,982 from the service charge for administering the County office supply program and consolidated billing, as well as \$207,186 from various rebate agreements associated with other countywide procurement programs.



## STAFFING CHANGES AND OPERATIONAL IMPACT

As a result of reductions in the Printing Services Division, 1 Office Assistant II position is to be transferred to Purchasing Administration in 2012-13 to assume additional fiscal responsibilities while continuing to perform work for printing services. The cost for this position is partially offset by reimbursements from the Department's three internal service funds for services provided.

Following the launch of ePro, job duties changed for certain positions in the Department due to automated systems replacing previously manual processes. In addition, the Department has new needs to draft protocols and procedures, track and reconcile vendor remittances, and develop and utilize custom reports. As a result of these changes, the Department added 1 Accounting Technician position in 2012-13.

### 2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Director	1	0	1	1	0	0	1
Administration	8	0	8	7	0	1	8
Procurement	8	0	8	8	0	0	8
Total	17	0	17	16	0	1	17

Director	Administration	Procurement
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Director of Purchasing	1 Executive Secretary II	1 Supervising Buyer
1 Total	1 Business Systems Analyst III	2 Buyer III
	1 Administrative Supervisor I	4 Buyer II
	1 Staff Analyst II	1 Office Specialist
	2 Accounting Technician	8 Total
	1 Fiscal Assistant	
	1 Office Assistant II	
	8 Total	

